SprintMail Facilities for Obtaining Tenant
Social Security and Supplemental Security Income Data

The Department of Housing and Urban Development (HUD) is establishing a single SprintMail format for transmitting Benefit History Reports and Tenant Income Discrepancy Reports for Social Security (SS) and Supplemental Security Income (SSI) data for tenants who recertify for rental assistance. This format is being established for owners, management agents, housing authorities, Indian tribes and tribally-designated housing entities (collectively referenced below as program administrators) that do not have Internet access to the Benefit History and Tenant Income Discrepancy Reports. HUD is providing the SprintMail specifications in this document. This allows software developers a three month lead time to modify their software, if necessary, to identify and accept these new transmission formats. The Internet Pilot is imminent. The SprintMail Pilot for TRACS is targeted for February 1999 to allow for any needed software modifications by program administrators. Full implementation will be March 1, 1999. Those program administrators whose software already accommodates the SprintMail specifications and would like to participate in the SprintMail pilot should notify their TRACS point of contact. This could accelerate the SprintMail Pilot and the distribution of Benefit History and Tenant Income Discrepancy Reports via SprintMail. A SprintMail Pilot for MTCS will be announced later.

Background

About four months before a tenant's recertification date, HUD sends the personal identifiers (social security number, last name and date of birth) of the household members included in HUD's Tenant Rental Assistance Certification System (TRACS) and HUD's Multifamily Tenant Characteristics System (MTCS) to the Social Security Administration (SSA). The SSA matches the personal identifiers to their files and provides HUD with SS and SSI data needed by program administrators to recertify tenants for rental assistance. HUD processes the SS and SSI data and prepares a Benefit History Report for each member in the household who is receiving SS or SSI. HUD then makes the Benefit History Reports and Tenant Income Discrepancy Reports available to program administrators via the Internet or SprintMail. Some organizations administering rental assistance programs of the Office of Public and Indian Housing now receive the Reports via the U.S. mail.

Internet Facility the Preferred Medium for Obtaining Benefit History Reports

HUD prefers that all program administrators obtain Benefit History Reports from HUD's Internet facility. That facility is available to all housing agencies, Indian tribes and tribally-designated housing entities, and is now being piloted for use by owners and agents. Persons interested in learning more about the Internet facility may read Chapter 4 of the "Guide for Social Security and Supplemental Security Income Verification" which can be viewed at:
www.hud.gov/pih/systems/tevs/ssguide/ssguide.html.

It is anticipated that during Fiscal Year 1999 the Internet facility will be made available to all owners and agents.

During the first quarter of Fiscal Year 1999 HUD will publish plans for making the Internet facility available to owners and agents. Owners and agents will receive from HUD an invitation to apply for a secure identification code and password with related instructions that will enable them to access and download the SS and SSI data from the Internet using web browser software. The invitations will be mailed to owners/agents' address of record in HUD's Real Estate Management System (REMS) database. Owners/agents who want to take advantage of the Internet access are encouraged to make certain that the field office has their correct name and address in REMS.

The Internet facility also contains Tenant Income Discrepancy Reports that program administrators will find useful in highlighting households that may have failed to previously report SS and SSI as required. Although HUD does not have a firm schedule for making the Tenant Income Discrepancy Reports available via SprintMail, the SprintMail specification is included in this document.

Those organizations that use HUD's Internet facility to obtain SS and SSI data will **not** be sent SSA data via SprintMail. Presently, HUD mails housing agencies, Indian tribes, and tribally-designated housing entities the Benefit History and Tenant Income Discrepancy Reports if these organizations have never used the Internet to receive the SS and SSI reports. During the last half of HUD's Fiscal Year 1999, HUD plans to stop sending the Benefit History Reports and Tenant Income Discrepancy Reports via the U.S. mail. All program administrators will need to obtain the reports from the Internet or from SprintMail.

HUD encourages program administrators to obtain Internet access capability as it will be useful in obtaining access to SS and SSI data. Further, Internet is rapidly becoming the primary vehicle for transmitting data to or receiving data from HUD. TRACS is planning to utilize the Internet for data transmissions as an alternative to SprintMail beginning in Fiscal Year 1999.

Program Administrators Without Internet Access Obtain Benefit History Reports via SprintMail

Program administrators that do not have Internet capability will receive the Benefit History Reports by SprintMail. The specifications that follow will enable SprintMail users to recognize Benefit History and Tenant Income Discrepancy Reports and general broadcast transmissions. There are entities that currently submit data to and receive data from TRACS using the same TRACS ID for both the submitting entity and the project. This is legitimate. However, when the submitting entity submits data for multiple projects under a single TRACS ID, it is that entity's responsibility, as it is today, to appropriately identify and distribute the SSA data received from HUD. The enclosed

examples use TRACS Mailbox ID conventions; however, the format is similar for MTCS with the MTCS Mailbox ID following the @*@.

SprintMail Specification for Benefit History Reports

The Benefit History Report for each household member has been designed to print on one 8 ½" X11" page (portrait). Each line was intended to print, using a 10 point font at 12 pitch, on a 7 ½ " line assuming ½" side margins and ½" top and bottom margins. Page breaks will occur between Benefit History Reports for household members.

NOTE: The use of proportionally spaced fonts is not recommended for printing reports received via SprintMail. The columns of dollar amounts may not lineup properly if proportionally spaced fonts are used.

Record (Line) Length: Variable to 80 ASCII characters followed by a
                          Carriage Return and Line Feed.

Record 1:   Mailbox ID in positions 1 through 10 for the entity that
                          is to receive the transmission.

Record 2:   Blank Line

Record 3:   Subject : For a Benefit History transmission
                          the Subject, starting in position 1 is:
              OFFICE OF HOUSING - FEDERAL HOUSING COMMISIONER

Record 4:   Blank Line

Record 5:   Mailbox ID starting in position 1 in the format:
                          @*@TRACSnnnnnTRACSnnnnn
                          (NOTE: The TRACS ID of the entity to receive
                          the transmission followed by the Project ID. The
                           same entity may send and receive transmissions for
                          multiple projects/contracts under the same 20-
                          position Mailbox ID)

Record 6:   Page Break

Record 7 through   Message text in 80 character lines
Record n

Change in Project ID: @*@TRACSnnnnnTRACSnnnnn
Next Line: Page Break

Next Line: Message text in 80 character lines

NOTE: A page break always follows a line starting @*@

TRACS00074

OFFICE OF HOUSING - FEDERAL HOUSING COMMISIONER

@*@ TRACS00074TRACS00074

BENEFIT HISTORY REPORT EXAMPLE

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                  SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME
                           BENEFIT HISTORY REPORT
                  FOR [RE] CERTIFICATIONS DURING THE MONTH OF [1998/11]
                           ** FOR OFFICIAL USE ONLY **


TRACS_ID: TRACS00074TRACS00074  Owner/Agent: DEVELOPMENT RES   Subsidy Type:4
Project #: 09144010   Contract #:                 Unit #: 00 50
Region/FO Code:       Project Name: NORTHGATE COM.
Head of Household: MISTER SAMPLE          [For reference only]
SSN:          000-00-0000   Address:
Family Member: MISTER SAMPLE      [Information below applies to this member]
SSN:          000-00-0000   DOB:  03/31/1932


          SOCIAL SECURITY DATA:                   DUAL ENTITLEMENT DATA:


Payment Status code:C- Current Payment Status      -Data not applicable
Date of Current Entitlement:      06/1994
Net Monthly Benefit if Payable:      $922.00
       Date      Gross Benefit
    12/1997   $965.80  credited
    02/1997   $945.80  credited
    12/1996   $946.00  credited
    08/1996   $919.00  credited
                                        Buy-in
Medicare Data:     Premium    Buy-in   Start       Stop
Hospital Ins.:                N
Supp.Med.Ins.:   $43.80       N
Payee Name and Address:
   MISTER SAMPLE
   2100 ANYSTREET
   ANYWHERE NY


SUPPLEMENTAL SECURITY INCOME DATA:


Payment Status Code:         No payment received


Black Lung Entitlement:      $0.00
Disability:        No
Report Date: 11/09/1998
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TRACS_ID: TRACS00074TRACS00074  Owner/Agent: DEVELOPMENT RES   Subsidy Type:4
Project #: 09144010   Contract #:                  Unit #: 00 50
Region/FO Code:       Project Name: NORTHGATE COM.
Head of Household: MISTER SAMPLE          [For reference only]
SSN:           000-00-0000    Address:
Family Member: MRS. SAMPLE       [Information below applies to this member]
SSN:           000-00-9999    DOB:  03/29/1936


        SOCIAL SECURITY DATA:                   DUAL ENTITLEMENT DATA:


Payment Status code:C- Current Payment Status      -Data not applicable
Date of Current Entitlement:       04/1998
Net Monthly Benefit if Payable:       $475.00
     Date        Gross Benefit
   04/1998    $475.00  credited
                                      Buy-in
Medicare Data:    Premium    Buy-in   Start       Stop
Hospital Ins.:
Supp.Med.Ins.:
Payee Name and Address:
  MRS. SAMPLE
  2100 ANYSTREET
  ANYWHERE, NY


SUPPLEMENTAL SECURITY INCOME DATA:


Payment Status Code:        No payment received


Black Lung Entitlement:       $0.00
Disability:        No
Report Date: 11/09/1998
```

SprintMail Specification for Tenant Income Discrepancy Report

The Tenant Income Discrepancy Report has been developed for rental assistance programs under the Office of Public and Indian Housing. They are designed to print on one 8 ½" X11" page (landscape). Each line is intended to print, using a 10 point font at 12 pitch, on a 10½" line assuming ¼" side margins and ½" top and bottom margins. Page breaks are inserted in the report to manage the report's design characteristics.

NOTE: The use of proportionally spaced fonts is not recommended for printing reports received via SprintMail. The columns of dollar amounts may not lineup properly if proportionally spaced fonts are used.

Record (Line) Length:	Variable to132 ASCII characters followed by a Carriage Return and Line Feed.
Record 1:	Mailbox ID in positions 1 through 10 for the entity that is to receive the transmission.
Record 2:	Blank Line
Record 3:	Subject : For Tenant Income Discrepancy Report transmission, the Subject, starting in position 1 is: TENANT INCOME DISCREPANCY REPORT
Record 4:	Blank Line
Record 5:	Mailbox ID starting in position 1 in the format: @*@TRACSnnnnnTRACSnnnnn (NOTE: The TRACS ID of the entity to receive the transmission followed by the Project ID. The same entity may send and receive transmissions for multiple projects/contracts under the same 20-position Mailbox ID)
Record 6:	Page Break
Record 7 through Record n	Message text of up to 132 character lines

NOTE: A page break always follows a line starting @*@

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TRACS00074

TENANT INCOME DISCREPANCY REPORT

@*@ TRACS00074TRACS00074
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TENANT INCOME DISCREPANCY REPORT EXAMPLE

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                    SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME
                           TENANT INCOME DISCREPANCY REPORT
                    FOR (RE)CERTIFICATIONS DURING THE MONTH OF [1998/11]
                              ** FOR OFFICIAL USE ONLY **

TRACS ID:  TRACS00074TRACS00074   Owner/Agent: DEVELOPMENT RES           Subsidy Type: 4        Project #:09144010
Reg/FO code:      /               Project Name:NORTHGATE COM.            Contract #:            Unit #: 00 50
Head Of Household:   SAMPLE, MISTER
SSN:                 000-00-0000   Address:
                                                                   Monthly Income
         ------- Family Member ------        Prsn Income  Monthly Income   Reported by SSA       Black  Monthly Income
SSN          Name                   DOB      Type Source  Reported To HA  SS         DE      SSI  Lung   Underreported

000-00-9999 SAMPLE, MRS.        03/29/1936   S    SSI     $0.00      $0.00    $0.00     $0.00   $0.00        $0.00
000-00-9999 SAMPLE, MRS.        03/29/1936   S    SS      $0.00    $475.00    $0.00     $0.00   $0.00     -$475.00
000-00-0000 SAMPLE, MISTER      03/31/1932   H    SSI     $0.00      $0.00    $0.00     $0.00   $0.00        $0.00
000-00-0000 SAMPLE, MISTER      03/31/1932   H    SS      $0.00    $922.00    $0.00     $0.00   $0.00     -$922.00

                                             SubTotal:    $0.00  $1,397.00    $0.00     $0.00   $0.00   -$1,397.00
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SprintMail Specification for General Broadcast Message

From time to time, HUD has a requirement to convey information to projects using SprintMail. The following transmission format is intended to permit the SprintMail user to identify broadcast messages from HUD.

Each broadcast message for a SprintMail user has been designed to print on 8½" X11" pages (portrait). Each line is intended to print, using a 10 point font at 12 pitch, on a 7 ½ " line assuming ½" side margins and ½" top and bottom margins. Page breaks will be included in the text.

Record (Line) Length: Variable to 80 ASCII characters followed by a
                            Carriage Return and Line Feed.

Record 1:   Mailbox ID in positions 1 through 10 for the entity that
                            is to receive the transmission.

Record 2:   Blank Line

Record 3:   Subject: For a broadcast message, the Subject,
                            starting in position 1 is:
                            BROADCAST MESSAGE

Record 4:   Blank Line

Record 5:   Mailbox ID starting in position 1 in the format:
                            @*@TRACSnnnnnTRACSnnnnn

Record 6:   Page Break

Record 7 through   Message text in 80 character lines
Record n:

Change in Project ID: @*@TRACSnnnnnTRACSnnnnn
                            (NOTE: The TRACS ID of the entity to receive
                            the transmission followed by the Project ID. The
                            same entity may send and receive transmissions for
                            multiple projects/contracts under the same 20-
                            position Mailbox ID)

Next Line: Page Break

Next Line: Message text in up to 80 character lines

Change in Project ID: @*@TRACSnnnnnTRACSnnnnn

followed by page break and the message text

NOTE: A page break always follows a line starting @*@

TRACS00074

GENERAL BROADCAST MESSAGE

@*@ TRACS00074TRACS00074

GENERAL BROADCAST MESSAGE EXAMPLE

Beginning in February 1999, the Benefit History Reports will be sent to owners and management agents of record via SprintMail.

The first SprintMail transmissions will be to owners and management agents who have volunteered to participate in a SprintMail Pilot.

Owners and management agents who are currently using software that is compatible with the SprintMail specifications for these new reports are invited to volunteer for the SprintMail Pilot through their TRACS point of contact. This could accelerate the SprintMail Pilot and enable transmitting Benefit History Reports to all owners and management agents using SprintMail beginning in February 1999.

NOTE: Once an owner or management agent retrieves their Benefit History Reports using the Internet facility, the reports will **NOT** be sent to that owner or management agent via SprintMail.

TRACS